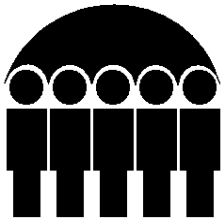
January 19, 2007

INCOME WITHHOLDING

APPENDIX



Iowa
Department
of
Human Services

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470 1916, Order for Income Withholding

Purpose	Use form 470 1916, *Order for Income Withholding*, to enforce a court-ordered obligation amount for a payor with only one court order.
Source	ICAR generates the batch version of this form (470 1916) automatically through a nightly batch program. You can generate the on-line version of the form (470/1916) by entering a "Y" or "U" in the ONLINE FORM field on the IWO screen.
Completion	ICAR completes this form to begin income withholding if the case is eligible. You complete this form when you amend a previous order or generate a lump-sum IWO.
Distribution	File one copy with the clerk of court listed in the caption. Send a copy to the payor's last known address by first-class mail. Keep a copy in the case file.
Data	ICAR enters the following information:

- County where the order is filed
- Petitioner
- Respondent
- Docket number
- Payor's name
- Date of the order
- Amount to withhold for current support
- Frequency to withhold for current support
- Amount to withhold for payment of any arrears due
- Frequency to withhold for arrears
- Total amount of the arrears due on the case
- The date the delinquency was determined
- Case number
- Type of IWO
- Date provisions for IIW were entered
- Amount of the lump-sum IWO
- Unit's address

470/2622, Result of Conference Regarding Income Withholding

Purpose	Use form 470/2622, *Result of Conference Regarding Income Withholding*, to provide the payor with: ♦ Information about the informal conference. ♦ The outcome if the conference was held. ♦ The Unit's decision if the conference was not held. ♦ The location and time of a rescheduled conference.
Source	Enter an "X" in the RESULTS field on the IWO2 screen to generate this form.
Completion	Complete this form after you receive a request for a conference or after you held a conference.
Distribution	Mail one copy by first-class mail to the payor at the last known address. Put a copy in the case file.
Data	ICAR enters the following information: ♦ Payor's name and address ♦ Date you generated the form ♦ Case number ♦ Worker name, ID number, address, and telephone number ♦ Date and time of rescheduled conference ♦ Telephone number or place for rescheduled conference ♦ The amount to be refunded if withholding was incorrect The worker enters the following information: ♦ Why the conference was requested ♦ Whether the payor attended the conference ♦ That the conference will be rescheduled ♦ The decision made by the Unit ♦ The amount the withholding is changed to, if applicable ♦ Any comments

470/2623, Acknowledgment of Request for Informal Conference

Purpose	Use form 470/2623, *Acknowledgment of Request for Informal Conference,* to acknowledge the payor's request for an informal conference.
Source	To generate this form, enter a date in the ACKNOWLEDGED field on the IWO2 screen and the date and time in the CONF SET DATE/TIME field, if applicable.
Completion	Complete this form when you receive a request for an informal conference.
Distribution	Mail one copy by first-class mail to the payor. Put a copy in the case file.
Data	ICAR enters the following information: ♦ Payor's name and address ♦ Date you generated the form ♦ Case number ♦ Worker name, ID number , address, and telephone number The worker enters the following information: ♦ Reason the payor requested a conference ♦ Date, time, and the telephone number or place of the conference, if applicable ♦ Reason the conference request was denied, if applicable

470 2624, Initiation of Income Withholding/Medical Support Enforcement

Purpose	Use form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, to: ♦ Advise the payor that an order/notice of income withholding was recently mailed to the income withholder; and ♦ Provide the legal rights and responsibilities to the payor regarding income withholding.
Source	ICAR generates this form automatically through a nightly batch program when an IWO is sent to an income provider.
Completion	ICAR completes this form at the same time form 470 3272, *Order/Notice to Withhold Income for Child Support*, is sent to the income provider.
Distribution	Send a copy by first-class mail to the payor.
Data	ICAR enters the following information: ♦ Payor's name and address ♦ Date ICAR generated the form ♦ Case number ♦ Name, address, and telephone number of the Unit ♦ Whether the Unit entered or changed an IWO, or sent a notice of income withholding to the income provider ♦ Type of income withholding order sent to the income provider ♦ Whether the notice provides for health insurance ♦ Income providers receiving the notice of IWO

470 2637, Order for Income Withholding

Purpose	Use form 470 2637, *Order for Income Withholding*, to enforce a juvenile court-ordered obligation. The order sets the amount used in form 470 3272, *Order/Notice to Withhold Income for Child Support*, which is sent to the income provider.
Source	To generate this form, enter a "Y" in the JO field on the IWO screen.
Completion	Complete this form to begin income withholding on a juvenile court-ordered obligation, to amend a previous IWO or to generate a lump-sum IWO.
Distribution	File one copy with the clerk of court listed in the caption. Mail a copy of the form to the payor's last known address by first-class mail. Put a copy in the case file.
Data	ICAR enters the following information: ♦ County where the order is filed ♦ Petitioner (child) ♦ Docket number ♦ Date the order was generated ♦ Payor's name ♦ Current support to deduct from wages ♦ Frequency of current support ♦ Delinquent support to deduct from wages ♦ Frequency of delinquent support ♦ Total amount of delinquent support and date calculated ♦ Case number ♦ Type of income withholding (immediate or mandatory) ♦ Date provisions for IIW were entered ♦ If the order is amending an IWO ♦ If the order is for lump sum and the lump-sum amount

470/2683, Income Withholding Notice Inquiry

Purpose	Use form 470/2683, *Income Withholding Notice Inquiry*, to request information from an income provider when support payments are not received as established in form 470 3272, *Order/Notice to Withhold Income for Child Support.*
Source	To generate this form, EPICS enters a "Y" in the EMPLOYER CONTACT field on the IWO screen.
Completion	EPICS completes this form when the income provider does not withhold the full amount displayed in the MONITOR FOR field on the IWO screen. The income provider completes the remainder of the form.
Distribution	Send the form to the income provider by first-class mail.
Data	ICAR enters the following information: ♦ Name and address of the income provider ♦ Worker identification number ♦ Date EPICS generated the form ♦ Payor's name and social security number ♦ Case number ♦ Unit's address

470 2688, Termination of Order for Income Withholding

Purpose	Use form 470 2688, *Termination of Order for Income Withholding*, to terminate a single-captioned IWO.
Source	ICAR generates the batch version of this form (470 2688) through a nightly batch program. You can generate the on-line version of this form (470/2688) by entering a "Y" in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation ends and the case is paid in full. You complete the form when: ♦ The current obligation ends and the case is paid in full, or ♦ The initiating state requests that you terminate the IWO.
Distribution	File one copy with the clerk of court listed in the caption. Send a copy of the form to the payor's last known address by first-class mail. Put a copy in the case file. Mail a copy to the income provider by first-class mail.
Data	ICAR enters the following information: ♦ County of filing ♦ Petitioner ♦ Respondent ♦ Court order number ♦ Date of the termination ♦ The file date of the terminated IWO ♦ Effective date of the terminated IWO ♦ Unit's address ♦ Case number

470-2819, What You Should Know About Immediate Income Withholding

Purpose	Use form 470-2819, *What You Should Know About Immediate Income Withholding,* to inform both parties about the legal provisions related to immediate income withholding.
Source	Generate this form when you generate the notice packet in any of the following establishment or modification processes: ♦ Administrative establishment ♦ Administrative paternity ♦ Administrative modification (only if not previously sent) ♦ Judicial paternity establishment ♦ Judicial support establishment ♦ Review and adjustment (only if not previously sent)
Completion	Complete this form during the establishment and modification processes. If the form has previously been sent on the case, you do not need to send it again.
Distribution	See the manual section for each specific process for detailed mailing instructions.
Data	ICAR enters the following information: ♦ Date the form was generated ♦ Case number ♦ Payor's name and address ♦ Payee's name and address ♦ Worker's name, ID number, address, and telephone number

470/2821, Written Agreement for Payment of Support

Purpose	Use form 470/2821, *Written Agreement for Payment of Support*, to establish the criteria a payor must meet to pay child support in a manner other than immediate income withholding.
Source	Generate this form from the FORMLIST screen.
Completion	Complete this form when the parties request an alternate payment plan and the payor is not delinquent in the amount of support due for one month. This agreement is void if the payee begins receiving public assistance. Both parties and the Unit sign and date this form.
Distribution	File this form with the clerk of court when you file the support order.
Data	ICAR enters the following information: ♦ County of filing ♦ Petitioner ♦ Respondent ♦ Court order number ♦ Payor's name ♦ Payee's name The worker enters the following information: ♦ Method agreed upon for payment of support ♦ Unit's approval or disapproval of the request ♦ If not approved, the reason

470/2829, Decision on Request for Income Withholding

Purpose	Use form 470/2829, *Decision on Request for Income Withholding*, to notify the party requesting IIW of the Unit's decision regarding the request.
Source	To generate this form, enter a "Y" in the APPROVED (Y/N) field on the IWO screen.
Completion	Complete this form after the payor or payee requests IIW and you've made a decision whether to approve or deny the request.
Distribution	Mail one copy by first-class mail to the requesting party.
Data	ICAR enters the following information: ♦ Name and address of the requesting party ♦ Date the form was prepared ♦ Case number ♦ Worker's name, ID, address, and telephone number The worker enters the decision regarding the request.

470-2830, Decision on Exemption From Immediate Income Withholding

Purpose	Use form 470-2830, *Decision on Exemption From Immediate Income Withholding*, to notify the payor about the request to be exempt form IIW.
Source	To generate this form, enter a "G" in the IIW PROVISIONS (Y/N/G/A) field on the COURTORD screen.
Completion	Complete this form when you approve or deny a request for exemption from IIW.
Distribution	Send the form to the payor's last known address by first-class mail. Put a copy in the case file.
Data	ICAR enters the following information: ♦ Payor's name and address ♦ Date the form was prepared ♦ Case number ♦ Worker's name, address, and telephone number The worker enters the following information: ♦ Decision regarding the exemption request ♦ Action based on the decision ♦ Option for payor to contest the decision

470 2834, Termination of Order for Income Withholding

Purpose	Use form 470 2834, *Termination of Order for Income Withholding*, to terminate an IWO for a juvenile order.
Source	ICAR generates the batch version of this form (470 2834) through a nightly batch program. You can generate the on-line version of this form (470/2834) by entering a "Y" in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation ends and the case is paid in full. You complete this form when: ♦ The current obligation ends and the case is paid in full, or ♦ The initiating state requests that the Unit terminate the IWO.
Distribution	File one copy with the clerk of court listed in the caption. Mail a copy of the form to the payor's last known address by first-class mail. Put a copy in the case file. Mail a copy to the income provider along with form 470 3272, *Order/Notice to Withhold Income for Child Support* (termination).
Data	ICAR enters the following information: ♦ County of filing ♦ Petitioner (child) ♦ Court order number ♦ Date the form was prepared ♦ File date of the IWO ♦ Effective date of the IWO ♦ Case number ♦ Unit's address

470 2839, Obligor Notice of Termination

Purpose	Use form 470 2839, *Obligor Notice of Termination*, to notify the payor when the IWO is terminated.
Source	ICAR generates the batch version of this form (470 2839) through a nightly batch program. You can generate the on-line version of the form (470/2839) by entering a "Y" in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation has ended and the case is paid in full or the IWO is amended. You complete this form when: ♦ The current obligation has ended and the case is paid in full, or ♦ The initiating state has requested that the Unit terminate the IWO.
Distribution	Mail the form to the payor's last known address by first-class mail. Put a copy in the case file.
Data	ICAR enters the following information: ♦ Payor's name and address ♦ Date the form was prepared ♦ Case number ♦ Worker's name and address

470 2857, Termination of Order for Income Withholding

Purpose	Use form 470 2857, *Termination of Order for Income Withholding*, to terminate a triple-captioned IWO for a payor with three different court orders.
Source	ICAR generates the batch version of the form (470 2857) through a nightly batch program. You can generate the on-line version (470/2857) by entering a "Y" in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation ends and the case is paid in full. You complete this form when: ♦ The current obligation ends and the case is paid in full, or ♦ The initiating state requests the Unit to terminate the IWO.
Distribution	File one copy with each clerk of court listed in the caption. Mail a copy of the form to the payor's last known address by first-class mail. Put a copy in the case file. Mail a copy to the income provider by first-class mail with form 470 3272, *Order/Notice to Withhold Income for Child Support* (termination).
Data	ICAR enters the following information: ♦ Counties of filing ♦ Petitioner of each order ♦ Respondent of each order ♦ Court order numbers ♦ Date the form was prepared ♦ File date of the IWO being terminated ♦ Effective date of the IWO being terminated ♦ Unit's address ♦ Case number

470 2859, Termination of Order for Income Withholding

Purpose	Use form 470 2859, *Termination of Order for Income Withholding*, to terminate a double-captioned IWO for a payor with two different court orders.
Source	ICAR generates the batch version of this form (470 2859) through a nightly batch program. You can generate the on-line version of the form (470/2859) by entering a "Y" in the TERMINATION (Y/C) field on the IWO screen.
Completion	ICAR completes this form when the current obligation has ended and the case is paid in full. You complete this form when: ♦ The current obligation ends and the case is paid in full, or ♦ The initiating state requests the Unit to terminate the IWO.
Distribution	File one copy with each clerk of court listed in the caption. Mail a copy of the form by first-class mail to the payor's last known address. Put a copy in the case file. Mail a copy to the income provider by first-class mail with form 470 3272, *Order/Notice to Withhold Income for Child Support* (termination).
Data	ICAR enters the following information: ♦ Counties of filing ♦ Petitioner of each order ♦ Respondent of each order ♦ Court order numbers ♦ Date the form was prepared ♦ File date of the IWO being terminated ♦ Effective date of the IWO being terminated ♦ Unit's address ♦ Case number

470 2864, Order for Income Withholding

Purpose	Use form 470 2864, *Order for Income Withholding*, to enforce a court-ordered obligation for a payor with three different court orders. The order sets the amount that an income withholder withholds from a payor's income for the payment of child support when court orders exist in three counties. This amount is used in form 470 3272, *Order/Notice to Withhold Income for Child Support*, which is sent to the income provider.
Source	ICAR generates the batch version of this form (470 2864) automatically through a nightly batch program. You can generate the batch version (470 2864) by entering a "Y" in the FORM field on the IWO screen. You can generate the on-line version (470/2864) by entering a "U" in the FORM field on the IWO screen.
Completion	ICAR completes this form to begin income withholding to enforce a court-ordered obligation. You complete this form when you amend a previous IWO or generate a lump-sum IWO.
Distribution	File one copy with each clerk of court listed in the caption. Mail a copy of the form to the payor's last known address by first-class mail. Put a copy in the case file.
Data	ICAR enters the following information: ♦ Counties of filing ♦ Petitioner of each order ♦ Respondent of each order ♦ Court order numbers ♦ Date of the order ♦ Payor's name

- Amount to withhold for current support
- Frequency to withhold current support
- Amount to withhold for payment of any arrears due
- Frequency to withhold arrears
- Total amount of the arrears due on the case
- The date the delinquency was determined
- Case number
- Type of withholding
- Date provisions for IIW were entered
- Lump-sum amount, if appropriate
- Unit's address

470 2865, Order for Income Withholding

Purpose	Use form 470 2865, *Order for Income Withholding*, to enforce a court-ordered obligation amount for a payor with two different court orders. The order sets the amount that an income withholder withholds from a payor's income for the payment of child support when court orders exist in two counties. This amount is used in form 470 3272, *Order/Notice to Withhold Income for Child Support*, which is sent to the income provider.
Source	ICAR generates the batch version of this form (470 2865) through a nightly batch program. You can generate the on-line version (470/2865) by entering a "Y" or "U" in the FORM field on the IWO screen.
Completion	ICAR completes this form to begin income withholding to enforce a court-ordered obligation. You complete this form when you amend a previous IWO or generate a lump-sum IWO.
Distribution	File one copy with each clerk of court listed in the caption. Mail a copy to the payor's last known address by first-class mail. Put a copy in the case file.
Data	ICAR enters the following information: ♦ Counties of filing ♦ Petitioner of each order ♦ Respondent of each order ♦ Court order numbers ♦ Date of the order ♦ Payor's name ♦ Amount to withhold for current support ♦ Frequency to withhold current support ♦ Amount to withhold for payment of any arrears due

- Frequency to withhold arrears
- Total amount of the arrears due on the case
- The date the delinquency was determined
- Case number
- Type of withholding
- Date provisions for IIW were entered
- Lump-sum amount if, appropriate
- Unit's address

470/2947, Proof of Service of Income Withholding Order

Purpose	Use form 470/2947, *Proof of Service of Income Withholding Order*, to document that form 470 3272, *Order/Notice to Withhold Income for Child Support*, was mailed to a specific income provider on a specific date.
Source	To generate this form, enter a "Y" in the GEN PROOF (Y) field on the IWO2 screen.
Completion	Complete this form when you receive a filed copy of the MTQ the IWO.
Distribution	Mail one copy to the clerk of court.
Data	ICAR enters the following information: ♦ County of filing ♦ Petitioner ♦ Respondent ♦ Court order number ♦ Date the IWO was sent to the clerk of court ♦ Date the IWO was mailed to the income provider ♦ Name and address of the income provider ♦ Worker's name, personal identification number (PIN), address, and telephone number ♦ Date the form was generated

470/2949, Proof of Service of Income Withholding Order

Purpose	Use form 470/2949, *Proof of Service of Income Withholding Order*, when the payor has two support orders in different counties. This form documents that form 470 3272, *Order/Notice to Withhold Income for Child Support*, was mailed to a specific income provider on a specific date.
Source	To generate this form, enter a "Y" in the GEN PROOF (Y) field on the IWO2 screen.
Completion	Complete this form when you receive a filed copy of the MTQ an IWO.
Distribution	Mail one copy to each clerk of court listed in the caption.
Data	ICAR enters the following information: ♦ Counties of filing ♦ Petitioner ♦ Respondent ♦ Court order numbers ♦ Date the IWO was sent to the clerk of court ♦ Date the IWO was mailed to the income provider ♦ Name and address of the income provider ♦ Worker's name, PIN, address, and telephone number ♦ Date the form was generated

470/2951, Proof of Service of Income Withholding Order

Purpose	Use form 470/2951, *Proof of Service of Income Withholding Order*, when the payor has three support orders in different counties. This form documents that form 470 3272, *Order/Notice to Withhold Income for Child Support*, was mailed to a specific income provider on a specific date.
Source	To generate this form, enter a "Y" in the GEN PROOF (Y) field on the IWO2 screen.
Completion	Complete this form when you receive a filed copy of the MTQ an IWO.
Distribution	Mail one copy to each clerk of court listed in the caption.
Data	ICAR enters the following information: ♦ Counties of filing ♦ Petitioner ♦ Respondent ♦ Court order numbers ♦ Date the IWO was sent to the clerk of court ♦ Date the IWO was mailed to the income provider ♦ Name and address of the income provider ♦ Worker's name, PIN, address, and telephone number ♦ Date the form was generated

470/2952, Proof of Service of Income Withholding Order

Purpose	Use form 470/2952, *Proof of Service of Income Withholding Order*, when the payor's support order is a juvenile order. This form documents that form 470 3272, *Order/Notice to Withhold Income for Child Support*, was mailed to a specific income provider on a specific date.
Source	To generate this form, enter a "Y" in the GEN PROOF (Y) field on the IWO2 screen.
Completion	Complete this form when you receive a filed copy of the MTQ an IWO.
Distribution	Mail one copy to the clerk of court listed in the caption.
Data	ICAR enters the following information: ♦ County of filing ♦ Petitioner (child) ♦ Court order number ♦ Date the IWO was sent to the clerk of court ♦ Date the IWO was mailed to the income provider ♦ Name and address of the income provider ♦ Worker's name and PIN ♦ Date the form was generated

470/3179, Amounts Improperly Withheld and Forwarded

Purpose	Use form 470/3179, *Amounts Improperly Withheld and Forwarded*, to notify the payee of an overpayment and to provide the payee options for returning the overpayment.
Source	Generate this form from the FORMLIST screen.
Completion	Complete this form when a payee receives an overpayment.
Distribution	Mail this form to the payee by first-class mail.
Data	ICAR enters the case number. The worker enters the following information: ♦ Payee's name and address ♦ Date the form was prepared ♦ Worker's name, address, and telephone number ♦ Whether overpayment was sent to payee ♦ Amount of the overpayment, if sent to payee

470/3182, Income Withholding Error

Purpose	Use form 470/3182, *Income Withholding Error*, to notify the payor when the Unit detects a pre-payment on a child support case.
Source	ICAR generates the batch version of this form (470 3182) when you enter an "A" in the WH LTR field on the PAYOR screen. You can generate the on-line version of this form (470/3182): ♦ From the FORMLIST screen; or ♦ By entering a "Y" in the WH LTR field on the PAYOR screen.
Completion	Complete this form when you determine that money was improperly withheld from a payor's paycheck. The payor completes the last page of the form.
Distribution	Mail one copy to the payor by first-class mail.
Data	ICAR enters the case number. The worker enters the following information: ♦ Payor's name and address ♦ Date the form was prepared ♦ Worker's name, ID number, address, and telephone number ♦ Amount withheld in excess and the date the amount was received

470 3272, Order/Notice to Withhold Income for Child Support

Purpose	Form 470 3272, *Order/Notice to Withhold Income for Child Support*, informs the income provider of the amounts to withhold from a payor's income for the payment of child support. The form also instructs the income provider to terminate income withholding.
Source	ICAR automatically generates the batch version of this form (470 3272) through a nightly batch process. The notice is produced in three versions: Original Order/Notice, Amended Order/Notice, and Notice to Terminate Income Withholding. You can generate the on-line version (470/3272) for existing orders by entering "Y" or "R" in the GEN NOTICE (Y/N/R/S) field or for terminations by entering a "Y" in the TERMINATION (Y/C) field on the IWO screen. EPICS can reprint this form on line when necessary.
Completion	ICAR generates this form when a new income provider is added to a case, the IWO is amended, or the IWO is terminated.
Distribution	Mail the form by first-class mail to the income withholder.
Data	ICAR enters the following: ♦ County of filing ♦ Case number ♦ Date the notice was generated ♦ If original order/notice ♦ If amended or terminated order/notice ♦ Income withholder name and address and FEIN ♦ Payor's name, social security number, and case number ♦ Payee's name ♦ The date the delinquency was determined or date to terminate ♦ Amount to withhold for current support and arrears ♦ Total amount of the arrears due on the case ♦ Amounts to withhold per pay cycle ♦ Contact information ♦ Children's names and dates of birth

470-3373, Information About Automatic Withdrawals for Child Support

Purpose	Use form 470-3373, *Information About Automatic Withdrawals for Child Support*, to notify the payor that since the payment date and obligation date do not match, a delinquency could occur which would result in the Unit issuing a mandatory IWO.
Source	Generate this form from the FORMVIEW screen.
Completion	Complete this form when you discover the payment date on the PAYOREFT screen does not match the child support obligation due date.
Distribution	Mail this form to the payor by first-class mail.
Data	The worker enters the following information: ♦ Payor's name and address ♦ Date the form was prepared ♦ Case number ♦ Worker's name, address, and telephone number

Monitor for PARM

Purpose	The *Monitor for PARM* report lists all cases where the Unit received a monthly payment amount that was less than the amount listed in the MONITOR FOR field on the IWO screen.
Source	ICAR generates the information on this report to the Excel Importer.
Completion	EPICS staff download the report monthly, review it, and contact income providers about the low payments amounts.
Data	EMPLOYER NAME: This field displays the name of the payor's income provider. EMP (CITY): This field displays the city of the income provider's payroll department. EMP ID: This field displays the entry in the EMPLOYER ID field on the EMPVER screen. OBLIGOR NAME: This field displays the payor's name. OBLIGOR SSN: This field displays the payor's social security number. CASE NUMBER: This field displays the payor's case number. MONITOR FOR AMOUNT: This field displays the amount listed in the MONITOR FOR field on the IWO screen. AMT REC'D: This field displays the payment amount received for the previous month. DATE OF LAST PAYMENT: This field displays the date of the last payment from the PAYHIST screen. DELINQ PARM: This field displays the calculated difference between the amount displayed in the MONITOR FOR AMOUNT and the AMT REC'D fields.

EMP PHONE #: This field displays the income provider's telephone number.

EMP FAX #: This field displays the income provider's FAX number.

EMP E-MAIL: This field displays the income provider's E-mail address, when available.

TALX CODE: This field displays the employer company code to use when accessing a payor's employment information from their web site, "The Work Number."

CONTACT PREFERNCE: This field notifies you whether to contact the employer by telephone, FAX, or E-mail.

S479H730-A, Case Delinquency Programming Generation Totals

Purpose	Report S479H730-A, *Case Delinquency Programming Generation Totals*, lists the number of income withholding notices and orders that generate on business days of the month through the case delinquency program.
Source	ICAR generates this report monthly to Central Office and to EPICS.
Data	NUMBER OF FORMS CREATED ON THE SPECIFIC DAYS WHICH UPDATE PROGRAM RAN: Dates the program ran during the month are listed above the dotted line. These dates are the state business days each month, and vary from month to month. The numbers under the dotted line are the number of forms generated through the case delinquency program for each day listed above for each specific form. MONTHLY TOTALS: This column contains the total number generated of each form listed.

Fields of Opportunities

STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

January 19, 2007

GENERAL LETTER NO. 11-F-AP-1

ISSUED BY: Bureau of Collections,
Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter F, ***INCOME WITHHOLDING APPENDIX***, Title page, new; Contents (page 1), new; pages 1 through 30, new; and the following new forms and reports:

470 1916	*Order for Income Withholding*
470/2622	*Result of Conference Regarding Income Withholding*
470/2623	*Acknowledgment of Request for Informal Conference*
470-2624	*Initiation of Income Withholding/Medical Support Enforcement*
470 2637	*Order for Income Withholding*
470/2683	*Income Withholding Notice Inquiry*
470 2688	*Termination of Order for Income Withholding*
470-2819	*What You Should Know About Immediate Income Withholding*
470/2821	*Written Agreement for Payment of Support*
470/2829	*Decision on Request for Income Withholding*
470-2830	*Decision on Exemption From Immediate Income Withholding*
470 2834	*Termination of Order for Income Withholding*
470 2839	*Obligor Notice of Termination*
470 2857	*Termination of Order for Income Withholding*
470 2859	*Termination of Order for Income Withholding*
470 2864	*Order for Income Withholding*
470 2865	*Order for Income Withholding*
470/2947	*Proof of Service of Income Withholding Order*
470/2949	*Proof of Service of Income Withholding Order*
470/2951	*Proof of Service of Income Withholding Order*
470/2952	*Proof of Service of Income Withholding Order*
470/3179	*Amounts Improperly Withheld and Forwarded*
470/3182	*Income Withholding Error*
470 3272	*Order/Notice to Withhold Income for Child Support*
470-3373	*Information About Automatic Withdrawals for Child Support Monitor for PARM*
S479H730-A	*Case Delinquency Programming Generation Totals*

Summary

This appendix includes:

- System-generated forms and reports pertinent to the income withholding process.
- Instructions for the generation and distribution of each form.

Information from Chapter X-K, ***INCOME WITHHOLDING APPENDIX***, is incorporated into this chapter.

Effective Date

Immediately.

Material Superseded

None. Chapter X-K-Appendix is being rescinded under a separate general letter.

Additional Information

Refer questions about this general letter to your regional collections administrator.

STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 27, 2007

GENERAL LETTER NO. 11-F-AP-2

ISSUED BY: Bureau of Collections, Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter F, ***INCOME WITHHOLDING APPENDIX***, the following form:

470 3272 *Order/Notice to Withhold Income for Child Support,* revised

Summary

This chapter is revised to update all versions of form 470 3272, *Order/Notice to Withhold Income for Child Support.* Language has been added under "Additional Information" stating how to withhold for lump sum income.

Effective Date

Immediately.

Material Superseded

Remove form 470 3272, dated 9/06, from the Employees' Manual, Title 11, Chapter F, Appendix, and destroy it.

Additional Information

Refer questions about this general letter to your regional collections administrator.

STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

October 26, 2007

GENERAL LETTER NO. 11-F-AP-3

ISSUED BY: Bureau of Collections,
Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter F, ***INCOME WITHHOLDING APPENDIX***, Contents (page 1), revised; page 4, revised, and the following forms:

470 1916	*Order for Income Withholding,* revised
470/2622	*Result of Conference Regarding Income Withholding,* revised
470/2623	*Acknowledgment of Request for Informal Conference,* revised
470 2624	*Initiation of Income Withholding/Medical Support Enforcement,* revised
470 2637	*Order for Income Withholding,* revised
470-2819	*What You Should Know About Immediate Income Withholding,* revised
470 2864	*Order for Income Withholding,* revised
470 2865	*Order for Income Withholding,* revised

Summary

This chapter is revised to reflect form changes to:

- Remove the amount to withhold from the orders for income withholding. The amount is given on the income withholding notice. This change will streamline the process of updating the amount to withhold, since the order will not need to be reissued.
- Update the policy on nondiscrimination on the following forms:
  - 470/2622, *Result of Conference Regarding Income Withholding*
  - 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*
- Make minor wording changes on forms 470/2623, *Acknowledgement of Request for Informal Conference,* and 470-2819, *What You Should Know About Immediate Income Withholding,* revised.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 11, Chapter F, Appendix, and destroy them:

Page	Date
Contents (page 1)	January 19, 2007
470 1916 (before p. 1)	6/99
470/2622 (after p. 2)	4/95
4	January 19, 2007
470/2623	4/95
470 2624 (after p. 4)	2/06
470 2637	6/99
470-2819 (after p. 8)	2/05
470 2864 (after p. 16)	6/99
470 2865 (after p. 18)	6/99

Additional Information

Refer questions about this general letter to your regional collections administrator.

STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 25, 2008

GENERAL LETTER NO. 11-F-AP-4

ISSUED BY: Bureau of Collection, Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter F, ***INCOME WITHHOLDING APPENDIX***, the following form:

470 2624 *Initiation of Income Withholding/Medical Support Enforcement*, revised

Summary

This appendix is revised to update the dollar amount on form 470 2624, *Initiation of Income Withholding/Medical Support Enforcement*, from $20,420 to $20,800. This increase in the dollar amount reflects the current U.S. poverty guidelines effective April 1, 2008. This amount is used to calculate the income withholding order (IWO) arrears amount due when a payor is approved for hardship.

Effective Date

April 1, 2008

Material Superseded

Remove form 470 2624, dated 08/07, from Chapter F, Appendix, Employees' Manual, Title 11, and destroy it.

Refer questions about this general letter to your regional collections administrator.

STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

December 5, 2008

GENERAL LETTER NO. 11-F-AP-5

ISSUED BY: Bureau of Collection, Division of Child Support, Case Management and Refugee Services

SUBJECT: Employees' Manual, Title 11, Chapter F, ***INCOME WITHHOLDING APPENDIX***, the following forms:

470-2819	*What You Should Know About Immediate Income Withholding*, revised
470 3272	*Income Withholding for Support*, revised

Summary

This chapter is revised to:

- Update form 470-2819, *What You Should Know About Immediate Income Withholding*, to correct a typographical error.
- Change the name of form 470 3272, *Order/Notice to Withhold Income for Child Support* to *Income Withholding for Support.* The form has also been updated to reflect the revised format for the standardized income withholding form issued by OCSE through Action Transmittal AT 07-07.

Effective Date

September 5, 2008

Material Superseded

Remove the following pages from Employees' Manual, Title 11, Chapter F, Appendix and destroy them:

Page	Date
470-2819 (after p. 8)	1/07
470 3272 (after p. 26)	5/07

Additional Information

Refer questions about this general letter to your regional collections administrator.